



## **Email Policy for Students, Faculty and Alumni**

**Approved: 12/9/2013, Revised June 2015**

### **POLICY**

Email is the primary means of communication within the VCFA community. The Information Technology Department (IT) will assign all faculty, students and alumni an official VCFA email address. All College communications will be sent to students, faculty and alumni via their VCFA email accounts, with the expectation that these communications will be received and read in a timely fashion (at least once a day is recommended).

When using VCFA email, students, faculty, staff, and alumni must observe high standards of professionalism, discretion, and ethics. Disclosure of information about students or employees in violation of laws or College policies protecting confidentiality is prohibited. Given the nature of electronic communication, email users are reminded that confidentiality and privacy cannot be guaranteed.

It is a violation of the VCFA code of conduct for any user of an official email address to impersonate a college office, faculty/staff member, student or alumnus/a.

### **Email Addresses**

Student email addresses are set up using the first and last name of record in the College's student information system ([firstname.lastname@vcfa.edu](mailto:firstname.lastname@vcfa.edu)). An email address will only be changed if a student's name is officially changed through the Registrar's office. Faculty email addresses are set up per the discretion of the director of their program.

Alumni email addresses will be set up based on the first and last name in VCFA's Alumni Affairs Management System. If an Alumnus/a wishes to have their email address changed they will need to contact the College's Alumni Affairs office and have their name updated in VCFA's Alumni Affairs Management System.

### **New Students' Email**

New students will receive a [vcfa.edu](mailto:vcfa.edu) email address after their enrollment deposit has been received by the College. It is the responsibility of the new student to activate their new [vcfa.edu](mailto:vcfa.edu) email account.

### **Redirecting Email**

While VCFA recommends that faculty, students and alumni use the College's email system, email may be electronically redirected to another email address (e.g., @aol.com, @hotmail.com). However students, faculty and alumni do so at their own risk. The College is not responsible for the handling of email by outside vendors. Having an email redirected does

not absolve a faculty member, student or alumnus/a from the responsibilities associated with communication sent to his or her VCFA email address.

### **Email Retention**

VCFA does not retain copies or backup emails created or received by students, faculty and alumni using the VCFA email system. Email account holders are responsible for managing online email retention consistent with their storage allocation.

### **Deactivation of Email Accounts**

If students, faculty or alumni are found to be in violation of the VCFA code of conduct as it pertains to their email account, their account will be deactivated until a review can be conducted as to the nature of the violation.

If a student withdraws from their program, their VCFA email account will be deactivated. VCFA will maintain a student's account for a period of 30 days after the withdrawal. At the end of 30 days the student's email account will be deleted.

Faculty email accounts will be deactivated and deleted after a two-year period of non-employment, unless other arrangements have been made with the Academic Dean or their Program Director.

### **Large-Scale Email/Distribution Group Use**

Distribution group emailing is intended for use where the message is of common importance to the receiving community. Large-scale email communication within groups requires the implicit or explicit prior approval of that group; in the case of such communication from outside the group, access to distribution lists is restricted so that approval is required. Common sense and courtesy dictate that prior to sending email to a distribution group, the sender carefully consider whether doing so is appropriate and/or necessary.

Access to College distribution groups and the ability of recipients to respond to messages are limited in order to prevent inappropriate or unintended mass emails. Any VCFA email user may request permission to send a message to a distribution group by consulting their program staff (for faculty and students) or supervisor (for staff).

For open dialogue about program matters, students and faculty are encouraged to use program forums on the Commons.

Large-scale group e-mails may be terminated at the network level by College computing officials if it is determined that they are disrupting network traffic or of an inappropriate nature.

Violations of the VCFA Email Policy will be referred to the appropriate offices for enforcement under existing College procedures.